

ABOUT US

Hiring Our Heroes (HOH) connects the military community—service members, military spouses, and veterans—with American businesses to create economic opportunity and a strong and diversified workforce. HOH is a workforce development initiative of the 501c3 arm of the U.S. Chamber of Commerce, the U.S. Chamber of Commerce Foundation. This position is filled under contract with The Markham Group.

POSITION TITLE

Manager, Events and Engagement

POSITION SUMMARY

Incumbent is responsible for managing the planning and execution of hiring events, career training sessions, and networking engagements designed to connect military affiliated talent with economic opportunities.

WHAT YOU'LL DO

- **Event management:** Manage all aspects of events ranging from base engagement, planning calls, venue coordination, logistical support, catering, shipments, production, registration, marketing, task tracking, travel coordination, expense reports and other related requirements.
- **Collaborator:** Work with internal and external assets and partners in the planning and execution of events with an emphasis on customer and client support.
- **Detailed operator:** Adhere to established processes and procedures to drive efficiency and maintain the ability to manage multiple projects simultaneously. Must have a sense of urgency on the ground during execution of events/engagements, as this is a fast-paced environment.
- **Entrepreneurial problem solver:** Promote continual creative improvement and actively contribute to a culture of innovation, excellence, and accountability.
- **Results-driven self-starter:** Comfortable with ambiguity and the ability to push through indecision to propose new ideas and deliver results.
- **Strong communicator:** Exceptional verbal and written communication skills and the ability to present instructions, updates and reports to internal and external peers, leaders, and customers.

WHAT YOU'LL NEED TO SUCCEED (REQUIREMENTS)

Requires relevant experience in event management and/or operational planning; excellent organization, communication, time management, and customer service skills; ability to work independently and as part of a team and at all levels of the organization; computer proficiency in MS Office (Word, Excel, Access, and PowerPoint); ability to deliver outstanding service in a fast-paced, demanding environment. Must be a critical thinker, problem solver, nimble and adaptable. Frequent travel required (50-65%).

COMPENSATION

The incumbent will be employed by The Markham Group, assigned to Hiring Our Heroes. The base pay range for this role across the United States is \$65,000 – \$70,000. Starting salary is determined by experience, scope of responsibilities and market location.

Benefits include:

- Personal Leave: Employee may earn 5–10 hours per pay period, depending on career employment years
- Sick leave: Employee is allocated (80) hours per year or (3.33) hours per pay period
- Paid holidays: Employee will receive (9) paid holidays through the calendar year
- Medical insurance: Employer pays medical premium
- Dental and Vision insurance: Employee pays premium

For more information about the program, visit: www.hiringourheroes.org

To apply, send a cover letter and resume to ckearns@uschamber.com